Dräger medical

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Field Service Procedure

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Innovian System Checkout Procedure

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1   PURPOSE

This set of procedures provides instructions to test an Innovian Server or Workstation installation. The operator must have a basic understanding of Windows.

This series of procedures are broken into different sections for the (1) Server and (2) Clinical and Nonclinical Workstation.

2   SOFTWARE REQUIREMENTS

N/A

3   RELATED DOCUMENTS

DOC NUM	*DESCRIPTION*
Innovian-IP-IN-0322 (SP00292)	Innovian Server Installation Procedure
Innvian-IP-IN-xxxx (SP000293)	Innovian Workstation Installation Procedure (Upgrade, Install, and Disaster Recovery)

4   ACRONYMS

ACRONYMS	*DESCRIPTION*
DD	Designated Drive
ISU	Installation and Setup Utility Script
LAN	Local Area Network
NAD	North American Dräger
WPU	Workstation Processing Unit

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5 DEFINITIONS

DEFINITION	*DESCRIPTION*
Click	When using a mouse, press the left mouse button.
	When using a touch screen, touch the item on the screen.
Designated Drive (DD)	The drive where the install is being done. Typically it is the C: drive unless designated otherwise .
Double-click	When using a mouse, rapidly press the left mouse button twice.
	When using a touch screen, rapidly touch the screen twice.
File	The contents of a folder.
Folder Tree/Directory Tree	The graphic representation of folders and subfolders.
Panel	When a screen is divided into two sections (left and right).
Right-click	When using a mouse, press the right mouse button.
	When using a touch screen, touch the item on the screen. After the item is selected, press and hold the Shift key, and then press F10.
Subfolder	A folder within a folder.

6 PREREQUISITES

Before this procedure is performed, the operator must obtain or access the following information:

- Innovian Workstation Installation Procedure (Upgrade, Install, and Disaster Recovery)
- Innovian Server Installation Procedure.

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7 PROCEDURES

7.1 *Server Test Procedures*

7.1.1 *Document General Information*

1. Record the **Hospital Name**, **Address, Install Date** and **Server Location** on the Server Results Sheet.
2. Record the **Serial Number** and **NAD Asset Tag Number (if available)** on the Results Sheet.
3. Record the **Domain Username** and **Password** on the Results Sheet.
4. Record the **Local Administrator Username** and **Password** on the Results Sheet.

7.1.2 *Network Information*

1. Click **Start** -> **Run.**
2. Type **cmd** in the edit box and press the **Enter** key. The Command window appears.
3. At the Command prompt, type **cd ** and press the **Enter** key.
4. At the Command prompt, type **ipconfig /all** and press the **Enter** key. The IpConfig window appears.

Figure 1 Server Command Window

5. Record the following information on the Server Results Sheet:

   - *Host Name as **Computer Name***
   - *Physical Address as **NIC Address***
   - ***IP Address***
   - ***Subnet Mask***
   - ***Default Gateway***

   - *First DNS Server as **DNS1***
   - *Second DNS Server as **DNS2***
   - *Primary WINS Server as **WINS1***
   - *Secondary WINS Server as **WINS2***

6. At the Command prompt, type **explorer** and press the **Enter** key. The Windows Explorer window appears.

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7. Right-click on **My Computer** and choose **Properties.** The System properties dialog appears.

8. Record the **Windows** version on the Results Sheet.

9. Select the **Network Identification** tab.

10. Record the **Domain** name on the Results Sheet.

11. Close the System properties dialog.

12. Close Windows Explorer and the Command window.

7.1.3 Database Information

1. Click **Start** > **Programs** > **Accessories >Explorer.**

2. Browse to **D:\Program Files\Microsoft SQL Server\MSSQL\Binn\sqlservr.exe.**

3. Right-click on **sqlservr.exe.**

4. Choose **Properties.**

5. Select the **Version** tab.

6. Record the **File Version** on the Results Sheet.

7. Select **OK** on the **Properties** dialog and close Explorer.

8. Click **Start >Programs > Microsoft SQL Server >Enterprise Manager.**

9. Browse to **Console Root >Microsoft SQL Servers >SQL Server Group >Local >Databases.**

10. Confirm the presence of: **Audit4sys, Patientinfo, Periopdm** and **Terminology** (Site Specific) databases.

11. Record the database names on the Results Sheet.

12. Expand the Periopdm database in Enterprise Manager.

13. Go to Tables and scroll down to the VersionInfo table.

14. Right-click on the version info table and select 'open table' and then 'return all rows'.

15. Record the latest entry in the VersionInfo table on the Results Sheet,

16. Close **Enterprise Manager.**

7.1.4 Services Information

1. Click **Start** > **Settings** > **Control Panel >Administrative Tools >Services.**

2. Confirm that the **Distributed Transaction Coordinator** service status is set to **Started**, and start-up type is set to **Automatic.**

3. Confirm **MSSQL Server** service status is set to **Started,** and start-up type is set to **Automatic.**

4. Confirm **SQL Server Agent** service status is set to **Started,** and start-up type is set to **Automatic.**

5. Successful start-up of these services will confirm that the databases are running.

6. Close the **Services** dialog.

7.1.5 PCAnyWhere Verification

1. Click **Start > Programs > PCAnywhere** to open PCAnywhere.

2. Click the **Hosts** button to view all host items.

3. Double-click the host icon with the server name to start the PCAnywhere Host service.

4. Contact Saturn Support at (800) 523-6817 ext. 2362 to test the host connection.

5. If the **PCAnywhere connection is functional**, record the results on the Results Sheet.

6. Record **PCAnywhere Username** and **Password** on the Results Sheet.

7. On the Results Sheet, record the installed **version** of PCAnywhere and the type of installation as **H** for Host Only or **HR** for Host and Remote.

*** END OF THE Innovian SERVER TEST INSTRUCTIONS ***

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7.2 *Workstation Test Procedure*

7.2.1 *Document General Workstation Information*

1. Record **Hospital Name**, **Address** and **Install Date** on the Workstation Results Sheet.
2. Record **Location** of the EG unit or WPU on the Results Sheet.
3. Record the anesthesia machine (to which Innovian is mounted) as **Mount** on the Results Sheet.
4. Record the type of **UPS** (WPUs only) it is connected to on the Results Sheet.
5. Record the type of workstation as **C** for clinical or **NC** for nonclinical on the Results Sheet.
6. For clinical workstations, record the **Type** of clinical as **EG** or **WPU** for Dräger or **HPU** for third-party clinicals.
7. Record the EG or WPU **serial number** and **NAD Asset Tag number** on the Results Sheet.
8. Record **Domain Username** and **Password** on the Results sheet.
9. Record **Local Administrator Username** and **Password** on the Results Sheet.
10. From the **Start** menu, click **Run**, type **cmd** in the edit box, and then press the **Enter** key.
11. At the command prompt, type **cd ** and press the **Enter** key.
12. At the command prompt, type **ipconfig /all** and press the **Enter** key. The IPConfig window appears.
13. Record the following information on the Workstation Results Sheet:
    - *Host Name as **Computer Name***
    - *Physical Address as **NIC Address***
    - **IP Address**
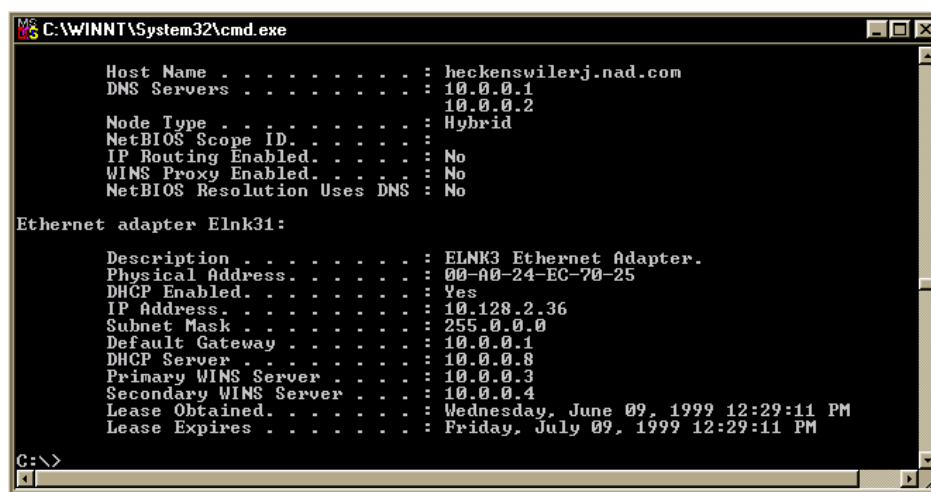   - **Subnet Mask**
    - **Default Gateway**

Figure 2 Workstation Command Window

14. At the Command prompt, type **explorer** and press the **Enter** key. The Windows Explorer window appears.
15. Right-click **My Computer** and choose **Properties**. The **System Properties** dialog box appears.
16. Click the **General** tab.
17. Record the **Windows Version** on the Results Sheet.

18. Select the **Network Identification** tab**.**

19. Record the **Domain** on the Results Sheet.

20. Close the **System Properties** dialog by clicking **OK**.

21. Browse to **C:\Program Files\Microsoft SQL Server\MSSQL\Binn\sqlservr.exe.**

22. Right-click **sqlservr.exe** and choose **Properties.**

23. Select the **Version** tab.

24. Record the **File Version:** on the Results Sheet.

25. Close the **Properties** dialog and **Explorer**.

26. From the **Start** menu, click **Settings** then **Printers**.

27. Record the name of each installed printer on the Results Sheet.

28. Right-click the printer icon and choose **Properties**. Record the **Driver** installed for that printer (displayed on the **General** tab).

29. Choose the **Ports** tab and record the port it uses. If LPR printing is utilized, record the IP address of the printer as well. (Repeat steps 27 and 28 for each installed printer.)

30. Restart the computer.

7.2.2   *Testing the Innovian System*

1. Does the System automatically log on (Site Specific) to Windows? Record the results on the Results Sheet.

2. Click **Start >Programs >Innovian Applications >Recorder**.

3. The Innovian Logon screen should appear. Enter the **User Name** and **Password**, then click **OK**.

4. Is the **Innovian logon successful**?   Record the results on the Results Sheet.

5. Click Help>About on the Innovian screen and record the Innovian version information on the Results Sheet.

6. Click the **Log Out** toolbar button at the top of the screen. The Innovian Logon screen should appear.

   (*Steps 9 through 12 should be performed from one non-clinical or clinical workstation only*)

7. At the 4ys Logon screen, enter the **User Name** and **Password**, then click **OK**.

8. Select the **Utilities** menu and choose **List Manager**. The List Manager window appears.

9. Click the plus sign (+) next to **Drugs** and select **Induction** in the left pane.

10. Deselect the check box next to the drug **thiopental** from the right pane.

11. Select the **File** menu and choose **Exit** to close List Manager. Save your changes.

12. Click the **Log Out** toolbar button at the top of the screen. The Innovian Logon screen should appear.

    (*Steps 16 through 24 should be performed from all WPUs, EGs, and nonclinical workstations*)

13. At the Innovian Logon screen, enter the **User Name** and **Password**, then click **OK**.

14. In the Innovian Main window, select the **File** menu, and then choose **New Case**.

15. Click the **Drug** toolbar button at the top of the screen. The Add Drug dialog appears.

16. Click the **Induction** tab in the Add Drug dialog. Verify **thiopental** is not listed and click **OK**.

    Note: If the above is true, **List Manager is functional**. Record the results on the Results Sheet.

17. Click the **Cancel** button in the Add Drug dialog box.

18. Click the **Close** toolbar button at the top of the screen.

19. A dialog box appears, asking if you want to save the case. Select **No**.

20. Click the **Log Out** toolbar button at the top of the screen. The Innovian Logon screen should appear.

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7.2.3 Modifying Drug Entries

(*Perform this step from one WPU, EG or non-clinical workstation only*)

1. At the Innovian Logon screen, enter the **User Name** and **Password**, then click **OK**.

2. Select the **Utilities** menu and choose **List Manager**. The List Manager window appears.

3. Click the plus sign (+) next to **Drugs** and select **Induction** in the left pane.

4. Select the check box next to the drug **thiopental** in the right pane.

5. Select the **File** menu and choose **Exit** to close List Manager. Save your changes.

7.2.4 PCAnyWhere Verification

1. Click **Start > Programs** > **PCAnywhere** to open PCAnywhere.

2. Click the **Hosts** button to view all host items.

3. To start the PCAnywhere Host service, double-click the host icon with the workstation name.

4. If the **Host Service is functional**, record the results on the Results Sheet.

5. Record **PCAnywhere Username** and **Password** on the Results Sheet.

6. On the Results Sheet, record the installed **version** of PCAnywhere and type of installation as **H** for Host Only or **HR** for Host and Remote.

7. Restart the computer.

*** END OF THE Innovian WORKSTATION TEST INSTRUCTIONS ***

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8   RESULTS SHEETS

8.1   *SERVER RESULTS SHEET*

Sales Order Number:_____

Hospital Name:_____ Install Date:_____

Street Address:_____

City:_____ State:_____ Zip:_____

Serial Number:_____ NAD Asset Tag:_____

NIC Address:_____ IP Address:_____

Computer Name:_____ Subnet Mask:_____

Domain:_____ Gateway:_____

Domain Username:_____ DNS1:_____

Domain Password:_____ DNS2:_____

Local Admin Username:_____ WINS1:_____

Local Admin Password:_____ WINS2:_____

PCAnywhere Username:_____ Server Database Name:_____

PCAnywhere Password:_____ Server Database Version:_____

Server Location:_____

VERSION INFORMATION:

Windows:_____   SQL:_____   PCAnywhere:_____   PCA Type:_____

VERIFICATIONS:

Services are functional

PCAnyWhere connection is functional

All Verifications Passed Successfully   Initials_____

NOTES:

_____

_____

_____

_____

_____

Signature:_____ Date:_____

A copy of this report shall be forwarded to Regulatory Affairs

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WORKSTATION RESULTS SHEET

Sales Order Number: _____

Hospital Name: _____ Install Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Serial Number: _____ NAD Asset Tag: _____

NIC Address: _____ IP Address: _____

Computer Name: _____ Subnet Mask: _____

Domain: _____ Gateway: _____

Domain Username: _____ Server Database Name: _____

Domain Password: _____ DB User ID: _____

Local Admin Username: _____ Flat Panel Serial Number: _____

Local Admin Password: _____ Location: _____ PCA Type: _____

PCAnywhere Username: _____ Mount: _____ UPS: _____

PCAnywhere Password: _____ C/NC: _____ Type: _____

VERSION INFORMATION:

Windows : _____ SQL: _____ Innovian: _____ PCAnywhere: _____

VERIFICATIONS:

Version Labels are correct   Innovian Recorder is functional

Innovian logon is successful   PCAnyWhere Host Service is functional

List manager is functional

All Verifications Passed Successfully   Initials _____

PRINTERS: (Record each installed printer's name, path, IP address and driver; Specify if LPR printing is utilized)

_____

_____

_____

NOTES:

_____

_____

Signature: _____ Date: _____

A copy of this report shall be forwarded to Regulatory Affairs

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